

## **REQUEST FOR APPOINTMENT ON COMMISSIONER AGENDA**

**NAME AND CONTACT INFORMATION OF PERSON ARRANGING APPOINTMENT:**

**NAME OF INDIVIDUALS/GROUP WHO WILL BE ATTENDING (Please list ALL who will be attending with his/her title):**

**TYPE OF APPOINTMENT REQUESTED:**      OPEN \_\_\_\_\_      \*CLOSED \_\_\_\_\_

*\*If requesting closed, please list authority to close meeting (per Maryland Open Meetings Act) below:*

---

**SPECIFIC PURPOSE OF APPOINTMENT:**

**DETAILED FINANCIAL IMPACT OF REQUEST:**

**ACTION EXPECTED BY COMMISSIONERS:**

**AMOUNT OF TIME NEEDED (including time for discussion):** \_\_\_\_\_

**WILL PRESENTATION INVOLVE AUDIO/VISUAL MEDIA (e.g.; Powerpoint) Yes \_\_\_ No \_\_\_**

**IS THIS REQUEST TIME SENSITIVE? PLEASE EXPLAIN:**

**OTHER COMMENTS:**

**NOTE:** If you are scheduled on a Commissioners' agenda you must submit ALL back up documents for your presentation, in PDF format, to the Clerk to the County Commissioners, P.O. Box 2150, La Plata, MD 20646, fergusod@charlescounty.org at least two weeks prior to the meeting along with an outline of your presentation, or you may be removed from the agenda.

**Return this form to: Denise Ferguson, Clerk to the Commissioners, Charles County Government, P.O. Box 2150, La Plata, MD 20646, fax number 301-645-0560**